

**ARCHITECTURAL REVIEW BOARD****APPLICATION FOR AN ADDITION TO AN EXISTING STRUCTURE**

The undersigned hereby applies for an Addition to an Existing Structure under the provisions of § 58-76 of the Herndon Town Code. The undersigned certifies that all information in this application is true and correct and that the requirements of this application have been read and are understood. The undersigned also understands that the applicant or a duly appointed representative must be present at the public hearing.

Submittal of this form with original signatures is **required**. **PLEASE PRINT OR TYPE** (Unless otherwise indicated.)

Subject Property Information

Address of Subject Property: _____

Brief Description of Proposal: _____

Name of Business Establishment
Associated with this Application: _____

Building/Development Name: _____

Lot area (site area): _____

Type of Use (please specify whether
commercial, industrial, office,
residential, or other): _____Related Applications or Plans (i.e.
Site Plan, Plan Revision, SE, BZA)
and Date of Approval (if applicable): _____**Applicant Information**

Name and Title of Property Owner: _____

Mailing Address of Property Owner: _____

Telephone Number(s) where Property
Owner may be reached: _____

Fax number of Property Owner: _____

E-mail address of Property Owner: _____

**Signature of Property Owner
(Applicant):** _____(Original Signature Required. No faxes or
stamps.)

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**Agent or Representative
Information** (If different than above.)

Name and Title of Agent or
Representative:

Mailing Address of Agent or
Representative:

Telephone Number(s) where Agent or
Representative may be reached:

Fax number of Agent or
Representative:

E-mail of Agent or Representative:

**Signature of Agent or
Representative:**

(Original Signature Required. No faxes or
stamps.)

Tenant Information (if applicable)

Name and Title of Tenant:

Mailing Address of Tenant:

Telephone Number(s) where Tenant
may be reached:

Fax number of Tenant:

E-mail of Tenant:

Signature of Tenant:

(Original Signature Required. No faxes or
stamps.)

For Office Use Only:

Application Received by:	Date:	
Fee Paid:	Case No:	
Public Hearing Date:	Action:	
Tax Map Reference Number:	Zoning District:	
Status of Taxes: <input type="checkbox"/> Paid <input type="checkbox"/> Delinquent		

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APPLICATION REQUIREMENTS

Item

- 1

 One (1) letter describing the proposed addition and a list of all materials submitted.
- 2

 One (1) completed application form with all required signatures, including the signature of the property owner on which the structure is located.
- 3

 Application fee payable by either check or cash. Credit cards are not accepted.
- 4

 Labeled photographs of all sides of the existing structure, site and neighboring properties.
- 5

 One (1) set of color elevation drawings of the existing structure with the proposed addition. Proposed colors must be used on all elevations. The proposed materials and colors must be listed on the elevation drawings and their location on the building and addition indicated. All materials and colors must include the name of the model/color number, and a general description with information such as gloss, flat, plastic, etc. All elevation drawings must be to scale and scale must be indicated.
- 6

 Six (6) folded copies of the elevation drawings discussed in Item 5 above. All proposed materials and colors and their locations must be shown on each copy. (These copies are not required to be in color.)
- 7

 Samples of all exterior building materials proposed for the addition, including but not limited to brick, mortar, siding, roofing, glass, paint and stain colors. Samples are not to exceed one square foot.
- 8

 Six (6) copies of the manufacturer's cut or spec. sheets for all exterior elements such as light fixtures, windows, doors and ornamental features, etc.
- 9

 Six (6) full size, folded copies of the approved Site Plan or Building Location Survey showing the proposed addition.
- 10

 Six (6) full size, folded copies of the approved landscape plan (if applicable). The plan should show the existing and proposed landscaping and a list of the proposed plants.
- 11

 One (1) electronic copy of the drawings, Site Plan, photographs (if digital), cut sheets and any other required materials that are available electronically. Architecturals must be in pdf format.